



Department of Defense INSTRUCTION

NUMBER 7710.3

January 12, 1987

Administrative Reissuance Incorporating Change 1, March 7, 1989

ASD(C)

SUBJECT: Reporting of Personnel and Payroll Outlays by Operating Location

References: (a) DoD Instruction 7710.3, subject as above, August 24, 1979 (hereby canceled)
(b) Defense Federal Acquisition Regulation Supplement (DFARS), Section 4.6, "Contract Reporting," April 1984
(c) DoD Instruction 4105.1, "Reports on Defense Procurement," July 12, 1973
(d) DoD Directive 5000.19, "Policies for the Management and Control of Information Requirements," March 12, 1976
(e) through (i), see enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) to update policies and procedures and assign responsibilities for requiring personnel and payroll outlays data for all geographic locations where DoD personnel are assigned.

1.2. Prescribes uniform procedures for DoD Components to follow when reporting the statistical information on active duty military, civilian employment, and DoD payroll outlays by location.

1.3. Provides procedures and uniform format for submitting automated data.

2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments and their Reserve and National Guard components, the Inspector General of the Department of Defense (IG, DoD), and the Defense Agencies (hereafter referred to collectively as "DoD Components"). It shall not apply to the National Security Agency (NSA) and the Defense Intelligence Agency (DIA).

2.2. Encompasses the reporting by geographic location of active duty military and civilian personnel and the gross earning outlays from appropriated funds for military and civilian employees and military retired pay.

2.3. Encompasses the collecting of payroll outlays to provide information on total DoD outlays by geographic location. Payroll outlay information is used by OSD program and policy officials for assessing the economic impact of DoD activities throughout the world. Additional DoD information collecting efforts on outlays by geographic location pertain to data on prime contract awards and financially assisted grants. Prime contract awards information is collected under the Defense Federal Acquisition Regulation Supplement (DFARS), Section 4.6, (reference (b)), and reported under DoD Instruction 4105.1 (reference (c)). Grant data are obtained under a requirements memorandum that shall be issued annually to affected DoD Components.

3. DEFINITIONS

The terms used in this Instruction are defined in enclosure 2.

4. POLICIES

It is DoD policy that implementing and operating an automated system for gathering and reporting personnel and payroll outlays data shall support DoD functional requirements and be consistent with automation regulatory requirements.

5. RESPONSIBILITIES

5.1. The Director, Washington Headquarters Services (WHS), shall:

5.1.1. Administer the information requirements prescribed in section 7.,

below, and provide relevant policy and technical guidance to DoD Components.

5.1.2. Annually consolidate DoD personnel and payroll outlays data and provide information in a variety of formats to DoD program managers and, as required, to the President, Congress, Federal Agencies, and the general public.

5.2. The Secretaries of the Military Departments and the Directors of the Defense Agencies (or their assigned reporting authority) shall:

5.2.1. Take action for developing, maintaining, and improving an organizational capability for reporting actual information.

5.2.2. Ensure that the information requirements prescribed in section 7., below, shall be met accurately and promptly.

6. PROCEDURES

6.1. Military personnel information shall be reported only by the Military Departments. Civilian personnel information shall be reported by DoD Components or by assigned DoD reporting authority. The Directorate for Personnel and Security, WHS, shall submit a combined report on civilians employed by DoD Components for which this respective Directorate has been assigned responsibility for personnel reporting.

6.2. Each DoD Component shall prepare one data record, including total numbers of active duty military and direct hire civilian personnel and cumulative gross earnings data, for each worldwide operating location where personnel are employed.

6.3. Actual versus estimated information is required for the four categories of payroll outlays reported under this Instruction. Exceptions shall be requested, justified, and approved in advance and only shall be considered, if as follows:

6.3.1. Furnished data minimally are based on accumulating quarterly computed outlays.

6.3.2. Estimates used involve applying reasonable statistical proration techniques of the accepted statistical practices.

6.3.3. Appropriate controls are applied ensuring that outlays are only

indicated in a city, installation, or county where an outlay occurred.

6.3.4. Provided outlay data shall have been substantiated thoroughly and shall withstand future scrutiny by DoD and non-DoD offices.

6.4. The source for civilian personnel data required for annual outlay reporting shall be the Office of Management and Budget (OMB) ceiling employment for direct hire of U.S. citizens and foreign nationals as reported on line 29 of SF 113-A, "Monthly Report of Federal Civilian Employment," under DoD Instruction 7730.18, reference (e).

6.5. The active duty military personnel totals required for this report shall be consistent with the data submitted under DoD Instruction 7730.58 (reference (f)).

6.6. Gross earning data, as defined in enclosure 2, shall be expressed in thousands of dollars.

6.7. The operating location for reporting information on active duty military personnel, civilian employees, and Reserve and National Guard personnel shall be where the duty is performed excepting that in paragraphs 6.7.1. through 6.7.6., below. Operating locations for the following active duty military personnel categories are as follows:

6.7.1. Afloat. Information on Navy and Marine Corps personnel afloat or temporarily shore-based shall be reported at their home port.

6.7.2. Temporary Duty (either TDY or TAD).

6.7.2.1. Individuals on temporary duty for less than 30 days shall be reported at their recorded duty station.

6.7.2.2. Individuals on temporary duty for a period of 30 days or more shall be reported at their temporary duty location.

6.7.2.3. Personnel assigned to rotational units where the unit is on temporary duty for a period of 30 days or more shall be reported at their current operating location (temporary duty location).

6.7.3. Absent Without Leave (AWOL). Personnel on AWOL status shall be reported at their recorded duty station.

6.7.4. Transients. Personnel in transit on September 30 of the report year to a new permanent duty station shall be reported in one data record. A system oriented special data code of "98" should be used in the position for State code. County and city codes should be left blank.

6.7.5. Patients. The operating location for patients shall be their recorded duty station.

6.7.6. Prisoners. Military prisoners shall be reported by their recorded duty station.

6.8. The operating location for retired military personnel shall be the location of the retired person.

6.9. "Worldwide Geographic Location Codes," (reference (g)) shall be used for identifying and coding each operating location.

6.10. Those operating locations in the Washington, D.C., metropolitan area, as defined in enclosure 2, shall have an identifier in the data records in enclosures 3 through 5.

6.11. Numbers of personnel afloat or temporarily shore-based shall be indicated separately in enclosures 3 through 5.

6.12. The Departments of the Army and Air Force shall prepare separate data records for civilian employment in civil functions as opposed to military functions.

6.13. When a duty station (base and/or installation) overlaps two or more counties and is represented by two or more geographic location codes, personnel numbers and outlays data shall be apportioned to the actual location where regular duty is performed.

6.14. Personnel and payroll at locations overseas that are not near a coded location or are at a classified location may be reported at county 999 and city 9999 in the respective country.

6.15. Automated data in magnetic tape form are required for this report along with a hard copy report (printout) of the data. When facilities for producing magnetic tapes are unavailable and the data quantity is small, providing data coded on 80 column punched card transcript sheets shall be acceptable, if requested and

approved in advance. The input record format, data preparation instructions, and input quality-control edit specifications are contained in enclosures 3, 4, and 5, respectively. Special instructions for submitting magnetic tapes and hard copy reports are in enclosure 6.

7. INFORMATION REQUIREMENTS

7.1. Personnel Reporting. Each DoD Component (or their assigned reporting activity) shall annually submit a report, as of September 30 of the report year, on the numbers of active duty military and direct hire civilian personnel per operating location worldwide.

7.2. Outlays Reporting. Each DoD Component (or assigned DoD reporting authority) shall annually submit cumulative fiscal year reports, as of September 30 of the report year, on gross earnings data per operating location for the following personnel categories:

7.2.1. Direct hire civilian employees (includes National Guard civilian technicians).

7.2.2. Active duty military personnel.

7.2.3. Reserve and National Guard military personnel (combined).

7.2.4. Retired military personnel and their beneficiaries.

7.3. Separate reports are required for Marine Corps personnel.

7.4. Geographic locations to be reported shall cover all locations where DoD personnel are assigned worldwide.

7.5. Reports shall be submitted annually, no later than 45 days after the end of each fiscal year, to the following:

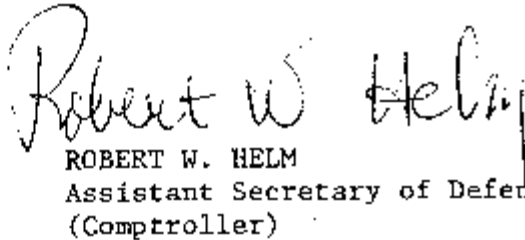
Directorate for Information Operations and Reports
Washington Headquarters Services
1215 Jefferson Davis Highway, Suite 1204
Arlington, Virginia 22202-4302

7.6. The reporting requirements prescribed in this Instruction shall have been

assigned Report Control Symbol DD-COMP(A)1600. Additional information requirements shall be developed and licensed under DoD Directive 5000.19 (reference (d)).

8. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Director, Washington Headquarters Services, within 120 days.


ROBERT W. HELM
Assistant Secretary of Defense
(Comptroller)

Enclosures - 7

1. References
2. Definitions
3. Input Record Format
4. Data Preparation Instructions
5. Input Quality Control Edit Specifications
6. Special Instructions for Submitting Magnetic Tapes and Hard Copy Reports
7. DoD Component and/or Combined Component Codes

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Instruction 7730.18, "Recurring Reports of Civilian Employment and Payrolls," February 7, 1979
- (f) DoD Instruction 7730.58, "Reports on Personnel Distributions by Country or Other Specific Location," September 26, 1983
- (g) "Worldwide Geographic Location Codes," GSA, April 1984, FSS Stock Number 7610-926-9078
- (h) OMB Circular No. A-12, "Object Classification," July 31, 1979
- (i) DoD 5000.12-M, "DoD Manual for Standard Data Elements," October 1984 authorized by DoD Instruction 5000.12, April 27, 1965

E2. ENCLOSURE 2

DEFINITIONS

E2.1.1. Civilian Personnel. Direct hire OMB ceiling employment that must agree with line 29 of SF 113-A, Monthly Report of Federal Civilian Employment.

E2.1.2. Gross Earnings. Except for retired military personnel compensation, gross earnings shall include gross compensation for personnel services to the Government and cash allowances for personnel benefits, as defined under Object Class 11 and 12 under OMB Circular No. A-12 (reference (h)). Under this Instruction, the employer's share of employee benefits is excluded from the gross earnings definition. Gross earnings for retired personnel is defined in Object Class 13 under OMB Circular No. A-12 (reference (h)).

E2.1.3. Operating Location. Operating location is defined as the locale (geographic location) where DoD military or civilian employees are located for performing duties. If the operating location is a military installation or activity without a specific geographic code in the publication, "Worldwide Geographic Location Codes" (reference (g)), the geographic location code for the nearest city shall be applied. A military installation or activity identified by a geographic location code always shall be used for reporting DoD personnel by operating location. Operating location for retired military personnel shall be the location of the retired person.

E2.4. Recorded Duty Station. Actual physical location where active duty military personnel perform duty on a permanent basis.

E2.5. Temporarily Shore-Based. Navy and Marine Corps military personnel assigned to afloat and mobile units such as aircraft squadrons, construction battalions, fleet and air command staffs, and are temporarily based ashore for a period of 30 days or more.

E2.6. Washington, D.C., Metropolitan Area. The Standard Metropolitan Statistical Area (SMSA) consists of the District of Columbia; Montgomery, Prince Georges, Charles, Calvert, and Frederick counties in Maryland; and Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park cities, and Arlington, Fairfax, Loudoun, Stafford, and Prince William counties in Virginia.

E3. ENCLOSURE 3INPUT RECORD FORMAT

<u>DATA ELEMENT</u>	<u>TYPE DATA</u> 1	<u>NUMBER CHARACTERS</u>	<u>POSITION</u>
Report Year	N	2	1-2
DoD Components and/or Combined Components	A/N	1	3
Operating Location			
State and/or Country	A/N	2	4-5
County	N	3	6-8
City	N	4	9-12
Washington, D.C., Metropolitan Area Identifier	N	1	13
Civil Functions Identifier	A	1	14
Active Duty Military Personnel			
Military Ashore	N	6	15-20
Military Afloat (for Navy and Marine Corps only)	N	6	21-26
Military Temporarily Shore-Based (for Navy and Marine Corps only)	N	6	27-32
Direct Hire Civilians	N	6	33-38
Active Duty Military Pay 2	N	7	39-45
Civilian Pay 2	N	7	46-52
Reserve and/or National Guard Pay 2	N	7	53-59
Retired Military Pay 2	N	7	60-66
Blank	-	14	67-80

1 A = Alphabetic; N = Numeric.

2 Pay to be expressed in thousands of dollars.

E4. ENCLOSURE 4DATA PREPARATION INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>POSITION</u>	<u>INSTRUCTIONS</u> (See note on next page.)
Report Year*	1-2	Enter two terminal digits of the fiscal year.
DoD Component and/or Combined Components*	3	Select code from enclosure 7.
Operating Location		
State and/or Country*	4-5	Select the proper state and/or country code from location code publication of Worldwide Geographic Location Codes (reference (g)).
County*	6-8	Select the proper county code from the location code publication (reference (g)).
City*	9-12	Select the proper city code from location code publication (reference (g)).
Washington, D.C., Metropolitan Area Identifier*	13	Enter 1, if operating location is in the Washington, D.C., Metropolitan Area; otherwise, enter 0
Civil Functions Identifier*	14	Enter "C" for Civil Functions; otherwise leave blank.
Active Duty Military Personnel		
Military Ashore	15-20	Enter the total number of active duty military personnel who are shore-based at the operating location.
Military Afloat	21-26	For Navy and Marine Corps only. Enter the number of active duty military personnel afloat with their home port being the operating location.
Military Temporarily Shore-Based	27-32	For Navy and Marine Corps only. Enter the number of active duty military personnel afloat with their home port being the operating location.
Direct Hire Civilians	33-38	Enter the total direct hire civilian personnel at the operating location.

<u>DATA ELEMENT</u>	<u>POSITION</u>	<u>INSTRUCTIONS</u> (See note below.)
Active Duty Military Pay	39-45	Enter the dollar amount of active duty military pay rounded to the nearest thousand dollars. Dollar amounts are cumulative from October 1 through the end of the fiscal year.
Civilian Pay	46-52	Enter the dollar amount of civilian pay rounded to the nearest thousand dollars. Dollar amounts are cumulative from October 1 through the end of the fiscal year.
Reserve and/or National Guard Pay	53-59	Enter the dollar amount of Reserve and/or National Guard pay rounded to the nearest thousand dollars. Dollar amounts are cumulative from October 1 through the end of the fiscal year.
Retired Military Pay	60-66	Enter the dollar amount of retired pay rounded to the nearest thousand dollars. Dollar amounts are cumulative from October 1 through the end of the fiscal year.
Blank	67-80	Leave blank.

* Items marked with an asterisk have been registered in the DoD Data Element Program.

NOTE: Numeric entries shall be right justified and shall be filled, as necessary, with leading zeros. The entry shall not contain any imbedded blanks or punctuation. Coding shall be indicated as in the Instructions. Reference may be made to DoD 5000.12-M (reference (g)) for standard elements and codes.

E5. ENCLOSURE 5INPUT QUALITY CONTROL EDIT SPECIFICATIONS

<u>DATA ELEMENT</u>	<u>POSITION</u>	<u>VALID ENTRIES</u>
Report Year	1-2	Shall be terminal digits for the fiscal year of the report.
DoD Component and/or Combined Components	3	Shall be from enclosure 7.
Operating Location State and/or Country	4-5	Shall be from location code publication Worldwide Geographic Location Codes (reference (g)).
County	6-8	Shall be from location code publication (reference (g)).
City	9-12	Shall be from location code publication (reference (g)).
Washington, D.C., Metropolitan Area Identifier	13	Shall be 0 or 1.
Civil Functions Identifier	14	Must be "C" or blank.
Active Duty Military Personnel Military Ashore	15-20	Army, Air Force, Navy, and Marine Corps may have blank or entry. Shall be blank for all other DoD Components.
Military Afloat	21-26	Navy and Marine Corps may have blank or entry. Shall be blank for all other DoD Components.
Military Temporarily Shored-Based	27-32	Navy and Marine Corps may have blank or entry. Shall be blank for all other DoD Components.
Direct Hire Civilians	33-38	May have blank or entry for all DoD Components except Marine Corps, which shall be blank.
Active Duty Military Pay ¹	39-45	Army, Air Force, Navy, and Marine Corps may have blank or entry. Shall be blank for all other DoD Components.
Civilian Pay ¹	46-52	May have blank or entry from all DoD Components except Marine Corps, which shall be blank.
Reserve and/or National Guard Pay ¹	53-59	Army, Air Force, Navy, and Marine Corps may have blank or entry. Shall be blank for all other DoD Components.
Retired Military Pay ¹	60-66	Army, Air Force, Navy and Marine Corps may have blank or entry. Shall be blank for all other DoD Components.
Blank	67-80	Shall be blank.

¹ Pay to be expressed in thousands of dollars.

E6. ENCLOSURE 6

SPECIAL INSTRUCTIONS FOR SUBMITTING MAGNETIC TAPES AND HARD COPY REPORTS

E6.1. SPECIAL INSTRUCTIONS FOR SUBMITTING MAGNETIC TAPES.

E6.1.1. General. Magnetic tape shall be in BCD or EBCDIC form with records unblocked or blocked 10 at a density of 1600 or 6250 characters per inch. Seven- or nine-track magnetic tapes may be submitted. Tape reels shall have an external label identifying personnel categories in subsections E.1. and E.2., with the report date (month, day, year), and the specifying tape density, recording mode, blocking factor, and the name and mailing address of the office where the reel is to be returned.

E6.1.2. Header Label. An identifying record of maximally 84 characters may be written at the beginning of each reel and shall be followed by a tape mark. The content of this identifying record shall be determined by each reporting DoD Component.

E6.1.3. Data Records. These records shall follow the header label and tape mark. Length of each data record is 80 characters.

E6.1.4. Trailer Record. This record of maximally 84 characters shall be preceded and followed by a tape mark. This record content shall be determined by each reporting DoD Component.

E6.2. INSTRUCTIONS FOR SUBMITTING A HARD COPY REPORT.

Magnetic tapes submitted shall be accompanied by a transmittal listing and a hard copy file printout using two blank spaces between fields and showing DoD Component name, column headings, subtotals by state and/or country, and a grand total. Subtotals by state shall follow the listing of state operating locations.

E7. ENCLOSURE 7DOD COMPONENT AND/OR COMBINED COMPONENT CODES

E7.1. Under DoD 5000.12-M (reference (i)), Reference Number DE-NM, the following codes shall be used for reporting information for the listed DoD Components:

<u>CODE</u>	<u>DoD Component</u>
A	Department of the Army
N	Department of the Navy
F	Department of the Air Force
M	United States Marine Corps
K	Defense Communications Agency
R	Defense Contract Audit Agency
V	Defense Investigative Service
B	Defense Mapping Agency
H	Defense Nuclear Agency
S	Defense Logistics Agency
U	Inspector General, DoD
Z	DoD Dependents Schools
W	Uniformed Services University of the Health Sciences
Y	On Site Inspection Agency

E7.2. The following system oriented special data code shall be used for reporting total data for the combined listed DoD Components:

<u>CODE</u>	<u>Combined DoD Components</u>
1	OSD, OJCS, and related DoD Organizations that WHS shall have been assigned reporting responsibility